

SPECIAL INSTRUCTION

SERVICE DESCRIPTION:

This service consists of tutoring/instruction by qualified staff for specific subjects, targeted compensatory strategies, or skills related to achievement of the long-term goal in Program Service Plan. Examples of this service include special tutoring for:

- College courses;
- General Education Diploma (GED) preparation,
- An adaptive skill such as one-handed typing;
- Driver's license exam; and
- Learning the use of assistive technology devices, etc.

SERVICE LIMITATIONS:

This service:

- May not duplicate any service covered by another state agency;
- Does not take the place of general education to improve basic skills, such as reading and mathematics, beyond achievement before injury; and
- May include consultation/training with a key family member in order to maximize learning.

PROVIDER REQUIREMENTS:

The Provider must have a Department of Health and Senior Services (DHSS) Participation Agreement for Professional and Special Services Provider form and Provider Application for the provision of Special Instruction;

Provider staff serving in the supervisor role:

- Be a Qualified Head Injury Professional (QHIP), with a bachelors or masters' degree in Education, Special Education, or Speech Therapy; and
- Have one year of experience working directly with persons with brain injury.

UNIT OF SERVICE	REIMBURSEMENT RATE
1/4 HOUR	\$4.25

DOCUMENTATION REQUIREMENTS:

Providers must retain for three years, from the date of service, fiscal and treatment records that coincide with and fully document services billed to DHSS, and must furnish or make the records available for inspection or audit by DHSS or its representative upon request. Failure to furnish, reveal, and retain adequate documentation for services billed to DHSS may result in recovery of the payments for those services not adequately documented and may result in sanctions to the

Provider's participation in DHSS programs. This policy continues to apply in the event of the Provider's discontinuance as an actively participating DHSS Provider through change of ownership or any other circumstance.

SERVICE PRODUCT:

Written detailed initial report that includes a thorough review of all assessment and treatment records to date. Report should include assessment of current functioning relative to desired competency identified in the Special Health Care Needs (SHCN) Service Plan. The report must include the scope, frequency, and duration of educational intervention required for acquisition of competency. The initial report must be forwarded to the Adult Head Injury (AHI) Service Coordinator within ten working days of initial visit. Monthly Progress reports are required.

A monthly progress report to the AHI Service Coordinator indicating:

- The client's function related to the treatment plan goals and outcomes;
- Successful teaching strategies used;
- Barriers to learning achievement;
- Maximum achievement expected; and
- Identification of available natural supports to sustain learned information and/or skills.

NOTE: Refer to Treatment Plan and Progress Report.

REFERRAL INDICATORS:

Participants appropriate for this service have:

- Specific educational intervention indicated as a need in SHCN Service Plan as intermediate step in accomplishing long-term goal; and
- The ability to incorporate compensatory strategies to facilitate acquisition of new learning.

DESIRED OUTCOMES:

- Client is able to participate successfully in college course(s) using targeted compensatory strategies;
- GED is successfully obtained;
- Functional skill such as one-handed typing is acquired at level required for sheltered employment or volunteer placement;
- Driver's license exam is taken successfully; and
- Client is able to master assistive technology device/equipment required to facilitate accomplishment of long-term goal.